



COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC WORKS  
BUILDING AND SAFETY DIVISION  
AGENCY REFERRAL



SOUTHWEST DISTRICT OFFICE

1320 W. Imperial Hwy.  
Los Angeles, CA 90044  
Telephone: (323) 820-6500, FAX (323) 756-0780  
Office Hours: 7:00 a.m. – 6:00 p.m. M - Th  
Plan Checker Hours: 7:00 a.m. – 11:30 a.m. Appointments are recommended

|             |     |            |      |
|-------------|-----|------------|------|
| Prepared By | HNM | OM Initial | Date |
|             |     |            |      |

Applicant's  
Signature: \_\_\_\_\_

Plans for (Grading / Structure) at \_\_\_\_\_ (Address) \_\_\_\_\_ (Locality)  
Plan Check No. \_\_\_\_\_ was submitted on \_\_\_\_\_

Land Use Zone \_\_\_\_\_ Proposed Occupancy \_\_\_\_\_ Type of Construction \_\_\_\_\_

Description of proposed work: \_\_\_\_\_

**THIS NOTICE IS TO INFORM YOU THAT APPROVAL FROM THE AGENCIES MARKED BELOW, IN ADDITION TO BUILDING PLAN CHECK APPROVAL, MUST BE OBTAINED PRIOR TO PERMIT ISSUANCE.** You may need to submit the pertinent plans, plan check number, calculations, reports, etc., directly to these agencies. To assist you, we have listed below the information which you will need to contact these agencies. *Follow-up is your responsibility.* Please be aware that some items resulting from these agency plan reviews may affect your building plan check. These should be communicated to your Building Plan Check Engineer as soon as possible to prevent unnecessary delays. Submit all agency approvals 48 hours prior to permit issuance. Notify the Plan Check Engineer when all agency approvals have submitted and request review.

**ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER**

COUNTY AGENCIES

DEPARTMENT OF PUBLIC WORKS

**AVIATION DIVISION**

1000 S. Fremont Ave., Bldg. A9 East, 1<sup>st</sup> Flr., Alhambra, CA 91803  
(626) 300-4600 Mon-Thurs 7:00 a.m. - 5:45 p.m.

**BUILDING AND SAFETY DIVISION**

Headquarters Mon-Thurs 6:45 - 5:30 (626) 458-3173  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
Approval for the following sections is required as noted below:

- ☐ ELECTRICAL SECTION  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3180  
Approval is required for:
  - ☐ Energy Plan Check
  - ☐ Electrical Code Check
  - ☐ Emergency Egress Illumination (O.L. ≥ 100)
- ☐ MECHANICAL SECTION  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3182  
Approval is required for:
  - ☐ Energy Plan Check
  - ☐ Mechanical Code Check
  - ☐ Plumbing Code Check
  - ☐ Roof Drainage
  - ☐ Green Building Check
- ☐ Research Section  
900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3173  
(Alternate Materials, Methods, SMRF...)
- ☐ GRADING AND DRAINAGE SECTION  
Lisa Eckert - Regional Drainage and Grading Engineer  
1320 W. Imperial Hwy. Los Angeles, CA 90044  
Telephone: (323) 820-6500  
Tuesdays 7:30 a.m.-11:30 p.m.
  - ☐ Grading Plan Check
    - ☐ "Rough Grade" approval is required prior to issuance of building permit
  - ☐ Drainage Plan Check (NPDES/LID COMPLIANCE)
    - ☐ Drainage approval is required

**CONSTRUCTION DIVISION**

Permits are required for road excavations and encroachments within County roads and Flood Control easements.

- ☐ PERMIT SECTION  
900 S. Fremont Ave., 8<sup>th</sup> Floor, Alhambra, CA 91803-1331  
(626) 458-3129
- ☐ Westchester Office  
5530 W. 83<sup>rd</sup> St, Westchester, CA 90045  
(310) 649-6300 7:30 a.m. – 3:30 p.m. Mon-Fri

**COMMUNITY DEVELOPMENT COMMISSION**

2 Coral Circle, Monterey Park, CA 91755  
(323) 890-7001

**ENVIRONMENTAL PROGRAMS DIVISION**

Plan approval is required for most commercial and industrial buildings for:

- ☐ INDUSTRIAL WASTE / UNDERGROUND TANKS  

|   |   |
|---|---|
| Lomita Office<br>24320 S. Narbonne Avenue<br>Lomita, CA 90717<br>(310) 534-4862<br>8:00-9:30 a.m. Mon-Fri | Headquarters<br>900 S. Fremont Ave., Annex 3 <sup>rd</sup> Fl<br>Alhambra, CA 91803-1331<br>(626) 458-3539<br>6:45-5:30 Mon-Thurs |
|---|---|
- ☐ NPDES/SUSMP Approval  
Industrial Waste Unit  
900 S. Fremont Ave, Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3517
- ☐ DUMP AREAS (structure within 1,000 ft from a landfill)  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3517 6:45-5:30 Mon-Thurs
- ☐ SOLID WASTE MANAGEMENT  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl  
Alhambra, CA 91803-1331  
(626) 458-3561 6:45-5:30 Mon-Thurs
- ☐ CONSTRUCTION & DEMOLITION DEBRIS RECYCLING AND REUSE PLAN  
900 S. Fremont Ave., Annex 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-3546 www.888CleanLA.com 6:45-5:30 Mon-Thurs

**GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION**

GEOLOGY/SOILS SECTIONS - Plan approval is required for site stability and geologic hazard.

All submittals must be made at the District Office public counter or the Land Development Division public counter. (See below)

**LAND DEVELOPMENT DIVISION**

900 S. Fremont Ave., 3<sup>rd</sup> Fl, Alhambra, CA 91803-1331  
(626) 458-4921 6:45-5:30 Mon-Thurs

- ☐ SUBDIVISION PLAN CHECK SECTION
- ☐ LANDSCAPE (non-residential landscaped area > 2500 square feet)
- ☐ HIGHWAY DEDICATION Form "48-0040-DPW"  
should be filled out when plan approval for street improvements and/or dedication is required for commercial and multiple residential buildings. "Bridge & Major Thoroughfare (B&T) Fee" is also required for commercial, multiple residential buildings and designated tracts.  
(626) 458-4915

**TRAFFIC AND LIGHTING DIVISION**

Clearance is required for traffic requirement.  
1000 S. Fremont Ave., Bldg A-9E, 4th Floor  
Alhambra, CA 91803  
(626) 300-4708 Mon-Thurs 7:00 a.m.-5:30 p.m.

